

Professional employees must obtain 8 clock hours of professional development off regular contract time between March 1 and the last day of February, the following calendar year. (Local Policy: DMA) Below are the regulations and policy for DMA.

1. Any individual applying for DMA credit must obtain prior approval from their supervisor, job related coordinators, or an appropriate administrator. When in question, approval can be obtained from the Director of Staff Development.
2. Staff development must directly relate to current job assignment or the employee's own professional growth in the area of education and should reflect campus, department, and/or district priorities.
3. DMA credit may be obtained for sessions in which the district pays registration fees. Employees must be off contract time or use a prior approved state personal day, non-work day, or a vacation day. Sessions attended when partially on and off contract time will be awarded on a case-by-case basis. (Note: Professional leave cannot be reassigned retroactively as a state personal day per guidelines.)
4. Verification documentation for staff development may include:
 - a. Sign-in sheets from staff development sessions posted in ASCEND.
 - b. Completed *Application for Lamar CISD Professional/Continuing Education Staff Development Credit (DMA)* form for sessions, classes, and other models of staff development not offered by LCISD. The following forms of documentation are acceptable or the form must contain presenter's signature:
 - Certificate of completion or attendance
 - Transcript
 - Other documentation for verification purposes (Registration receipts for payments do not verify attendance.)
 - A separate application for *Advanced Placement/Gifted & Talented Staff Development* credit form must also be submitted for G/T credit.
 - For other models of professional development class (i.e., book study, video, study groups, observation/assessment, etc.) *Application for Lamar CISD Professional/Continuing Education Staff Development Credit (DMA)* form with written documentation which includes plans to implement the information as it relates to the current job assignment. (3 hours maximum)
5. Employees providing professional development sessions may be given equal hours of DMA credit for preparation of the session if the preparation occurs off contract time (i.e., a 4 hour session will earn the presenter an additional 4 hours for preparation, totaling 8 hours). Preparation hours will be given once for sessions that are repeated in a school year.

6. DMA credit will be awarded in half hour increments only.
7. Sponsoring a student teacher or intern will fulfill the 8 hour requirements for DMA credit. One hour per week will be granted.
8. Coaches may only earn up to 4 hours of credit through coaching schools, conferences, clinics or bus driver certification courses per year with proper documentation.
9. College credit from an accredited program that relates directly to current assignment or the employee's own professional growth in the field of education will earn 3 hours of DMA per each hour of college credit. Credit will only be given for passing grades.
10. Site-Based Decision Making teams and the District Student Improvement Council team will be awarded DMA credit. Credit for the SBDMT will be awarded to members or employees that substitute for other members.
11. Professionals who are enrolled in an Alternative Certification Program may apply for DMA credit for sessions conducted outside of contract time.
12. Credit for online coursework will be awarded based on the credit specified on the course certificate. The course work should be completed outside contract time and directly related to current assignment or employees own professional growth in the field of education.
13. Paraprofessionals are encouraged to obtain 8 hours of professional development relating directly to their current assignment to be used in exchange for the district compensation day.

Checklist for DMA Credit

Employees should use this checklist only as a guide to earning DMA credit. It is the employee's responsibility to follow the regulations and policy as prescribed.

1. Prior approval is received.
2. Session relates to current assignment of professional growth in education.
3. Session reflects campus, department, or district priorities
4. Session is provided by an approved/accredited entity or by appropriate job related coursework.
5. Attendance is completed off contract time or using a state personal day, non-work day, or vacation day and is approved prior to the date of the session.
6. Proper documentation is completed.
7. DMA credit is requested in half-hour increments.

Examples of Activities that DO NOT Constitute DMA Credit for Staff Development:

Baby-sitting	Working in concession stands, carnivals, fairs, etc.
Parent Conferencing	PTA or PTO meetings
Parent Nights (ie: Math Night, Science Night, College Night, Open House etc.)	ARDs
Faculty Meetings	Board meetings (unless presenting)
Duties for which employees are paid a stipend	Working at athletic coaching events
Judging contests	Chaperoning or supervising a group of students
Driving a bus to an event	Participating in or being present for physicals
Keeping students before or after school	Community volunteering
Student orientation	Other determinations by Director of Staff Development.
Duties assigned at school for the purpose of supervision (bus ramps, halls, cafeteria duty, etc.	